

Personnel 17

29 JAN 1963

MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH : Deputy Director (Support) 131 LK 29 JAN 1963

SUBJECT : Employees Eligible for Optional Retirement

1. As you requested, there is attached a report of employees who are currently eligible for optional civil service retirement and of those who will become eligible through 1967.

2. Under normal civil service procedures, an employee must retire at age 70 if he has 15 years of government service. However, he may retire optionally and receive an immediate annuity at age 60 with 30 years of service or at age 62 with 5 years of service. (He may retire at age 55 with 30 years of service but his earned annuity is reduced 1% for each year he is under age 60.)

3. The Agency's policy, as prescribed [] is to encourage employees to retire voluntarily as soon as they are eligible to do so under the civil service retirement system. Deputy Directors are authorized to determine that an employee should be retained beyond his initial eligibility for optional retirement when he has skills or other qualifications which are needed and are not currently replaceable. The CIA Retirement Board reviews cases involving unusual circumstances, ordinarily involving an appeal from the employee for an extension based on grounds of financial hardship. 25X1

4. The statistical summary shows, as of 1 February, the number of people in each major component eligible for optional retirement. It also shows the number of people who will become eligible each year during the remainder of 1963 and through 1967.

5. We are also attaching an "eyes only" listing of employees who are eligible for retirement as of 1 February. The "aggregate service date" used in this report is a constructive service date indicating the individual's total length of federal service. The "remarks" column reports any action taken to date concerning extension of an individual's employment beyond the date when he became eligible for optional retirement.

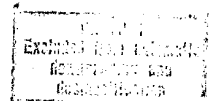
Emmett D. Echols

Emmett D. Echols
Director of Personnel

Attachments: A/S

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ORR - Addressee w/atts 1 - BSD/OP 2 - D/Pers (1 w/h)



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|--|----------------------------------|--------------|----------|----------------|--|
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | | | |
| TO | NAME AND ADDRESS | DATE | INITIALS | | |
| 1 | Director (LKW) | 29 Jan 63 | /s/ W | | |
| 2 | Executive Director | 30 Jan | LBK | | |
| 3 | Director of Central Intelligence | 1/31/63 | /s/ MSC | | |
| 4 | DD/S | | | | |
| 5 | | | | | |
| 6 | | | | | |
| ACTION | | DIRECT REPLY | | PREPARE REPLY | |
| APPROVAL | | CIRCULATE | | RECOMMENDATION | |
| COMMENT | | FILE | | RETURN | |
| CONCURRENCE | | EXPLANATION | | SIGNATURE | |
| Remarks: (H/w note fr LKW to Ex. Dir.) Forwarded per Gen. Carter's request of a few days ago. <div style="text-align: right;">/s/ LKW</div> (H/w note by DDCI) DDS: Please tell me more of the philosophy of retention--financial hardship seems obvious for all but the idle rich--how about best interests? <div style="text-align: right;">/s/ MSC 1/31/63</div> | | | | | |
| FOLD HERE TO RETURN TO SENDER | | | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | | DATE | |
| Director of Personnel 236 | | | | 29 Jan 63 | |
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DD/S:LKW:sbo

Distribution:

0 - D/Pers w/0 of DD/S 63-0366 and h/w note fr LKW:

"See DDCI note. Please prepare a brief reply." /s/ LKW 4 Feb 63

1 - DD/S subject w/cc of DD/S 63-0366

DD/S 63-0366 - Memo dtd 29 Jan 63 fr D/Pers to DDCI,
 subj: Employees Eligible for Optional Retirement"

25X1